

Bi-Weekly HR / Payroll Cycle

Payroll On Week / HR Off Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>•HR8010 & 8011 (Payroll to Labor Distribution) printed automatically</p>	<p>•SCUPPS posts to MnSCU Accounting.</p> <p>•First day HR8020, HR8030 and HP2280 are available for reconciliation for prior pay period.</p> <p>•Compare HR4080 – (Payroll Roster) to HP1037 – (Biweekly Payroll Roster Job Records).</p> <p>•HR3080 – Lump Sum File) sent to SEMA4 – noon deadline.</p> <p>•HP6670 – (GFS Code Block)</p> <p>•Run HR7011 to identify differences that still exist after interface took place – (SCUPPS / SEMA4 Audit) available after 12:00 p.m.</p> <p>•On-line entry in SEMA4 to make additions/corrections – 7:00 p.m. deadline.</p> <p>•HR4060 – (Payroll disbursement summary)</p> <p>•SEMA4 update reflecting what we sent through the interface on Friday and was successfully processed by SEMA4.</p>	<p>•Pay period end</p> <p>•Mass time entry available for hourly and bi-weekly with lump sum – as much as possible by end of day.</p> <p>•HP2190-Expense Transfer Reconciliation</p> <p>•First pay calc for mass time (that has been saved, validated, and marked complete) and adjustments (runs Tues. overnight).</p> <p>•Process off-cycle checks tonight.</p> <p>▪ SEMA4 position refresh.</p>	<p>•Pay Period Begins</p> <p>•Continue mass time entry - as much as possible by the end of day. (cannot process HR transactions in SEMA4)</p> <p>•Off-cycle checks mailed to employees.</p> <p>•On-line paycheck info available in dept ID's processed Tuesday night.</p> <p>▪ SEMA4 position refresh.</p>	<p>•SEMA4 refresh runs at 5:00 a.m. – update includes everything processed on-line since the last SEMA4 refresh.</p> <p>•SCUPPS posts to MnSCU Accounting.</p> <p>•Business expense – noon deadline.</p> <p>•Mass time entry available for lump sum departments without lump sums – 7:00 p.m. deadline. (cannot process HR transactions in SEMA4)</p> <p>•On-line paycheck info available in dept ID's processed Wed. night.</p> <p>•W-4 changes – 7:00 p.m. deadline.</p> <p>•SEMA4 position refresh.</p>	<p>•Mass time entry – noon deadline for any current or prior pay period adjustments to be processed.</p> <p>•Enter direct deposits – noon deadline.</p> <p>•Review workers comp panel for overpayments – noon deadline.</p> <p>•On-line paycheck info available in dept ID's processed Thurs. night.</p> <p>•Friday night & through weekend. Final pay calc and confirmation, leave accrual, print checks/advices, payroll reports are created.</p> <p>•SEMA4 position refresh.</p>	

HR On Week / Payroll Off Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>•SCUPPS posts to MnSCU Accounting.</p> <p>•Begin SEMA4 labor distribution.</p> <p>•Advices are available on-line.</p> <p>•Compare HR4080 to HP2062 to verify payments.</p> <p>•HR7010 – (SEMA4 Interface Audit) available for Thursday interface.</p> <p>▪ SEMA4 position refresh.</p>	<p>•HR7010 – (SEMA4 Interface Audit) available for Thursday interface.</p> <p>•Dept. of Finance processes off-cycle checks tonight.</p> <p>▪ SEMA4 position refresh.</p>	<p>•SEMA4 Labor distribution for mass time – 7:00 p.m. deadline.</p> <p>◆ Run HR7010 – (SEMA4 Interface Audit) available for Thursday interface.</p> <p>•Run HR7011 to identify pay differences and enter action/reason to correct.</p> <p>•Off-cycle checks mailed to employees.</p> <p>▪ SEMA4 position refresh.</p>	<p>•SEMA4 refresh runs at 5:00 a.m. – update includes everything processed on-line since the last SEMA4 refresh.</p> <p>•SCUPPS posts to MnSCU Accounting.</p> <p>•Run HR7010</p> <p>•SCUPPS Interface – 2:30 p.m. deadline.</p> <p>•SEMA4 position changes for transactions to be processed in Friday's interface – 7:00 p.m. deadline.</p> <p>•Dept. of Finance processes off-cycle checks tonight.</p> <p>▪ SEMA4 position refresh.</p>	<p>•Pay Day</p> <p>•Run HR7010 Final</p> <p>•Expense transfers – noon deadline.</p> <p>•Run HR3080 to check for assignment errors - 2:30 p.m. deadline.</p> <p>•SCUPPS Interface – 2:30 p.m. deadline.</p> <p>•HP1030 – (Payroll Roster) available.</p> <p>•Off-cycle checks mailed to employees.</p> <p>•Friday night: -Posting of SEMA4 to MAPS -Interface update (any new records sent with 9999 record number)</p> <p>•SEMA4 update reflecting what we sent through interface on Thursday and was successfully processed by SEMA4.</p>	

SCUPPS Report Description

HR3080 - Gross Adjustment
HR4080 - Payroll Roster
HR7011 - SCUPPS/SEMA4 Audit
HR8020 - Payroll Posting Audit
HR4060 - Payroll Disbursement Summary
HR7010 - SEMA4 Interface Audit
HR8010 - Labor Distribution
HR8030 - Labor Distribution Reconciliation

INFOPAC Report Description

HP1030 - Payroll Roster
HP2062 - Payroll Register
HP2190 - Expense Transfer Reconciliation
HP1037 – Biweekly Payroll Roster Job Records
HP2280 - Payroll Posting Audit Trail

HP6670 – Positions with Invalid GFS Code Blocks